



ZOOM MEETING FOR PARTICIPANTS: iPad

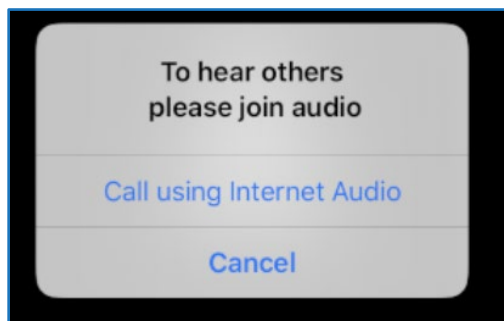
Created by Julie Starr, Master Director, Bay Area Showcase Chorus; Education Coordinator, Region 12 Pacific Shores; Chair, DCP Review Committee; with contributions from Bay Area Showcase Chorus members: Bev Barron, Laura Bode, Jamie Hand, Teri Minnis, Laura Shultz, Jette Sorensen (and her son, Nicolai), and Penny Stinson.

These instructions are for Zoom meeting participants using an iPad

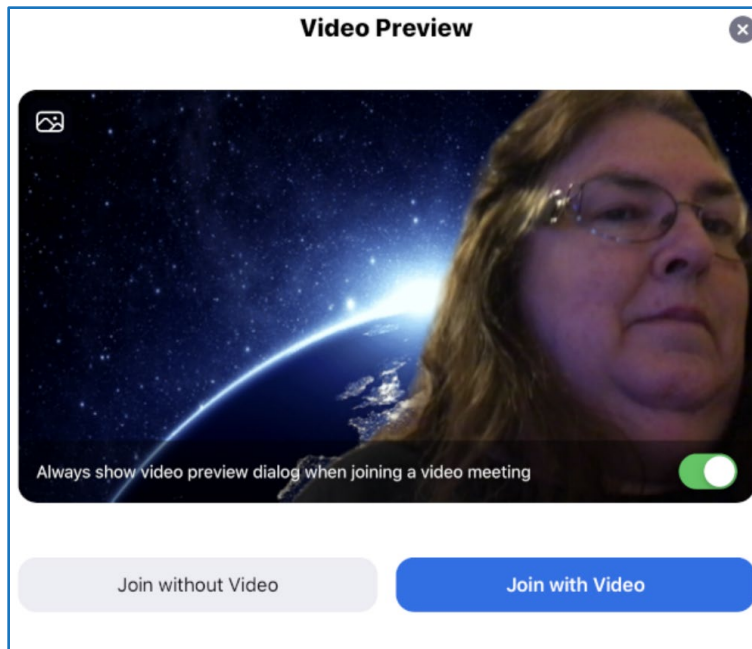
1. Download the **Zoom Cloud Meetings** app from your app store and install it. You may need to set up a user name and password.
2. Open the Zoom app.
3. Your first invitation to a Zoom meeting will probably come in an email message from the host that includes a link to the meeting.



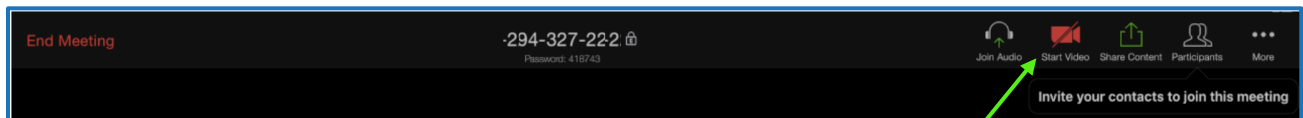
4. Click on the link in that message, or cut and paste it into your browser address bar, and your iPad should take you directly into the Zoom meeting. If you're asked for the Meeting ID, use the one in the email.
Note: If the invitation is for a specific time, log into the meeting just before the time that is set.
5. When you first enter the meeting, you'll see this message on your screen. Tap "Call using Internet Audio."



6. Join the meeting with Video, unless there is a reason to turn your video off.
Please see correlating image on next page.



7. Now you have joined the meeting, and will see icons like the following at the top of your screen.



8. Locate the one that looks like a video camera. Tap on that icon to enable your video feed. Your own image should appear on screen with some additional icons at the upper left. (If you have your video already enabled, disregard this step.)

9. If your camera is not in “selfie” mode, you may need to turn it around. Tap the camera icon labeled “Switch camera,” located near the top left of your screen.

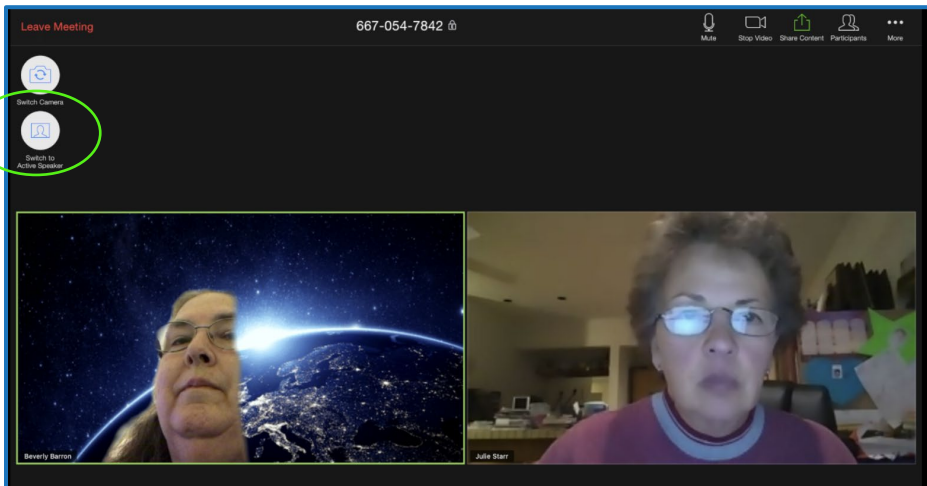


10. Just below the “Switch camera” icon is a kind of matrix icon (like the set used on The Brady Bunch or Hollywood Squares). This icon is labeled “Switch to gallery view.”



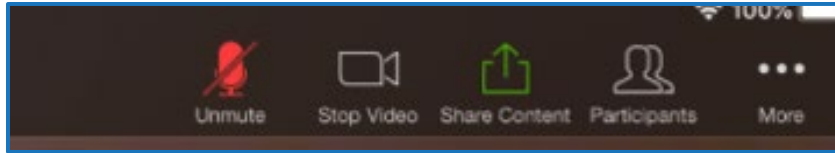
11. Tap it to bring up a matrix of small screens with all the meeting participants. You may see 9 of these boxes, or you may see 25, depending on the resolution of your iPad. (This screen shot shows only 2.)

To get back to the view with the speaker in the primary space, tap “Switch to Active Speaker”.



12. If you have more participants than will fit on one screen, swipe to see the next page(s) of participants.

13. At the top right of your screen you will see icons you'll need to use. In this screen shot, the video is on, but the microphone icon just to the left of the video camera is now red and has a diagonal line through it. If your microphone is red, you are muted and you will not be heard by anyone else in the meeting. If you want to say something to the group, you will need to unmute your mic by tapping on this icon.

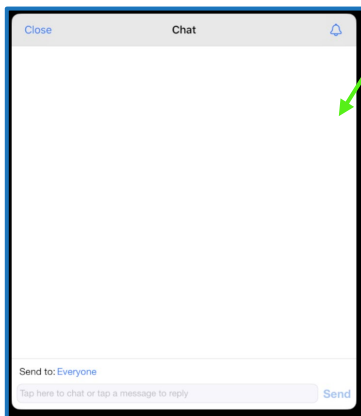
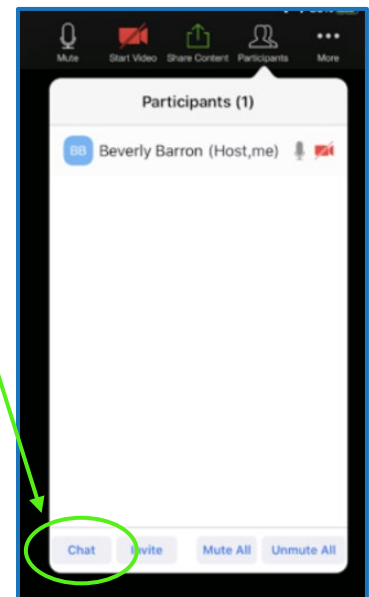


14. To the right of the Stop/Start Video option is a “Share content” icon that you don’t need to use; this is primarily for those who need to share their computer screen (to share a piece of music or a video, for instance.) *Please don’t tap this icon unless instructed to do so.*

15. To the right of the Video icon is a “Participants” icon. If you tap the Participants icon a box will pop up that contains the login names of all meeting participants; you may have to scroll through to see everyone’s name. It also shows the status of each individual’s mic and video feeds.

16. At the bottom of the Participant pop up box is a “Chat” button. If you want to send a written message to everyone in the meeting, tap on this to get another pop-up window where you can type your message.

Tap again to get a list of the meeting participants, and you can select one to send a private message.



To leave the meeting, go to the top left corner of your screen and tap on “Leave Meeting” in red.